



REPUBLIC OF NORTH MACEDONIA

ACADEMY FOR JUDGES AND PUBLIC PROSECUTORS

PAVEL ŠATEV

No. _____

S K O P J E

Pursuant to Article 11 Paragraph 1 Indent 1 of the Law on the Academy for Judges and Public Prosecutors (The Official Gazette of the Republic of North Macedonia No. 129/2023), the Management Board of the Academy at its session held on 27.11.2023 adopted the following

RULEBOOK ON THE CONTINUOUS TRAINING

I. GENERAL PROVISIONS

Subject Matter of Regulation

Article 1

The present Rulebook shall regulate the method of implementation of the mandatory and voluntary continuous training, as well as the rights and obligations of the lecturers and the participants in the continuous training in relation to their participation, preparation, implementation, and evaluation of the training.

Overall Goal of the Continuous Training

Article 2

The continuous training shall be aimed at the constant professional development of the theoretical and practical knowledge and skills for the purposes of the professional and efficient performance of the function of a judge and a public prosecutor, the function of the President of the Court and the Public Prosecutor of the Public Prosecutor's Office, as well as of the lay judges, the Professional Services in the Courts and the Public Prosecutor's Offices, and of the entities involved in the implementation of the laws in the field of justice.

The Importance of Lifelong Learning under National and International Acts

Article 3

(1) The professional capacity of judges and public prosecutors shall be built, maintained, regularly upgraded, and enhanced through continuous training, which is an important element for protecting and safeguarding the independence of judges and public prosecutors, as well as the quality and efficiency of the judicial system.

(2) The right and obligation to undergo continuous professional development, apart from the Law on Courts and on Public Prosecutor's Offices, has been stipulated in numerous international acts including the Bangalore Principles and the Great Charter of Judges, which

regulate the obligation for lifelong learning of judges and public prosecutors who shall be obliged to maintain and improve their knowledge, skills, and personal qualities necessary for the proper performance of their duties, taking advantage of the available training. Judges and public prosecutors shall stay up-to-date with relevant developments in international law, including international conventions and other instruments establishing human rights norms.

(3) The aim of the training shall be to have the citizens' trust in the judiciary strengthened through the comprehensive knowledge that judges and public prosecutors have, which shall extend beyond the areas of law if they possess the personal skills and understanding that can enable them to handle cases and the persons involved in such cases appropriately and with care.

(4) The independence of the Courts and the Public Prosecutor's Offices of judges and public prosecutors, apart from their rights relating to the autonomy of their decision-making, also imposes ethical obligations on them such as the obligation to perform their work professionally and diligently, which requires training.

Specific Objectives of the Continuous Training for Individual Target Groups

Article 4

- (1) The continuous training of judges and public prosecutors shall be carried out for the purpose of improving and expanding their knowledge and expertise in their performance of the function of a judge and a public prosecutor, strengthening their independence and integrity, as a basic prerequisite for the rule of law, for the protection of human rights and freedoms, further developing the judges' and public prosecutors' know-how for performing their work, successfully applying the ethical principles in their work, creating a transparent, fair and efficient judiciary, based on the international standards for a fair and just trial, as well as strengthening the trust in the judiciary.
- (2) The continuous training of the Presidents of the Courts and of the Public Prosecutors of the Public Prosecutor's Offices shall be aimed at developing their organisational and managerial capabilities, budget planning and implementation, public relations and other matters under their competence laid down by the law, transparency and accountability.
- (3) The continuous training of the Professional Services in the Courts and the Public Prosecutor's Offices shall be carried out for the purpose of acquiring and improving the knowledge required for the provision of a quality professional and technical support and assistance to judges and public prosecutors in their daily work.
- (4) The continuous training of the entities involved in the implementation of the laws in the field of justice shall be aimed at improving their knowledge and professional skills for the efficient performance of their work duties in the preparation and implementation of the laws in the field of justice.

Article 5

- (1) The Academy shall organise the continuous training independently or in cooperation with domestic and foreign partners.
- (2) Continuous training may be mandatory or voluntary.

Mandatory Continuous Training

Article 6

- (1) Continuous training shall be mandatory for judges, public prosecutors, Presidents of the Courts, Public Prosecutors of the Public Prosecutor's Offices, and lay judges.
- (2) Mandatory continuous training shall be implemented based on the General Continuous Training Programme and the Specialised Mandatory Continuous Training Programme.

Duration of the Mandatory Continuous Training

Article 7

- (1) The duration of mandatory continuous training shall be expressed in days.
- (2) A training day shall be considered to consist of a training delivery of no less than six instructional periods of 45 minutes each, under the condition of continuous participation in the training.
- (3) In circumstances when training delivery with physical presence is not possible, online training may last less than six periods.
- (4) Newly elected judges in the Basic Courts and newly elected public prosecutors in the Basic Public Prosecutor's Offices shall be obliged, following their election, to attend intensive continuous training for five days, which shall be carried out based on the Specialised Mandatory Continuous Training Programme, adopted by the Programme Council and the Management Board of the Academy.
- (5) The training referred to in Paragraph 4 of this Article shall be organized and implemented after the election of a specific number of judges in the Basic Courts, and public prosecutors in the Basic Public Prosecutor's Offices, sufficient to form an effective training group.
- (6) The contents and methodology for the training referred to in Paragraph 4 of this Article shall be governed by the Specialised Mandatory Continuous Training Programme.
- (7) Newly elected lay judges shall be obliged, following their election, to attend a single training that will be delivered based on the Specialised Training Programme for Lay Judges, which shall be adopted as needed.

Continuous Training of Judges and Public Prosecutors, Presidents of the Courts, and Public Prosecutors of the Public Prosecutor's Offices

Article 8

- (1) During a single calendar year, judges and public prosecutors, depending on their years of service, shall be obliged to take no less than:
 - Up to three years of service as judges or public prosecutors – ten training days in addition to the training days specified in Article 7, Paragraph 4 of the present Rulebook;
 - Three to eight years of service as judges or public prosecutors – six training days;
 - From eight to fifteen years of service as judges or public prosecutors – four training days;
 - Over fifteen years of service as judges or public prosecutors – two training days.

(2) Newly elected judges and public prosecutors shall take the additional number of training days referred to in Paragraph 1, Indent 1 of this Article by registering for the training provided in the Academy's Annual Activity Catalogue, according to the type of subject matter to which they have been assigned in the Courts or Public Prosecutor's Offices.

(3) For persons who have been on sick leave for an extended period or whose function has been inactive, the obligation to fulfill the number of mandatory training days shall be calculated proportionally to the absence.

(4) Presidents of the Courts and Public Prosecutors of the Public Prosecutor's Offices shall have the obligation to participate in no less than two specialized training sessions in a single calendar year, in accordance with the Academy's General Continuous Training Programme and Annual Activity Catalogue.

(5) The duration of continuous training for judges and public prosecutors shall begin to be calculated at the beginning of the calendar year and shall be determined according to the target group to which they belong on the first day of the current calendar year.

Voluntary Continuous Training

Article 9

(1) Beneficiaries of voluntary continuous training shall be the Professional Services in the Courts and the Public Prosecutor's Offices, the lay judges, the administrative servants in the Ministry of Justice who work on the preparation and enforcement of laws in the field of justice, and other entities involved in the implementation of laws in the field of justice.

(2) Voluntary continuous training shall be implemented based on the Specialised Voluntary Continuous Training Programme.

Specialised Voluntary Continuous Training Programme

Article 10

(1) The Specialised Voluntary Continuous Training Programme for the Professional Services in the Courts and the Public Prosecutor's Offices, as well as for the entities involved in the implementation of laws in the field of justice, shall be prepared in accordance with the provisions of the Statute of the Academy and based on the comprehensive training needs assessment referred to in Article 13 of the present Rulebook.

(2) The Specialised Continuous Training Programme shall be adopted for a period of two years and shall constitute the framework for the training material to be included in the Training Catalogue. The Programme, if required, may also be adopted for a period of one year to monitor and align with the amendments to the enacted regulations.

(3) In addition to participating in training according to the Programme and Catalogue referred to in Paragraphs 1 and 2 of this Article, the Professional Services in the Courts and the Public Prosecutor's Offices, as well as the administrative servants in the Ministry of Justice, the initial training participants, and other entities involved in the implementation of laws in the field of justice, may, at the invitation of the Academy, participate in training provided in the Activity Catalogue prepared in accordance with the Academy's General Continuous Training Programme.

Continuous Training Quality Management System

Article 11

(1) During the preparation, development, and implementation of all Continuous Training Programmes, the Quality Management System (QMS) available in the Academy for Judges and Public Prosecutors (ISO 9001:2015) shall apply, which includes a uniform system of standards in terms of policies, procedures, and methodologies for effective management and realization of activities and work processes in the Academy.

(2) The purpose of the quality procedures when implementing continuous training shall be the standardisation and improvement of procedures and practices in terms of the professional and technical aspects of specific segments of the training design and organisation, preparation and implementation, methodology, training methods and techniques, training material, monitoring and evaluation, as well as documentation and integration of these processes into the Information Management System.

Training Programme Contents

Article 12

(1) When defining the Training Programme contents, it shall be ensured to include the relevant legal areas, the recommendations coming from the EU, but also more broadly relating to current topics in the field of law, as well as social topics, particularly concerning:

- The role of the judge and the public prosecutor in society, for the purpose of strengthening trust in the judiciary;
- Integrity and ethics;
- The national law and its application by areas, including legal novelties;
- European Union law and international law,
- Skills for exercising the judicial function and legal argumentation;
- The so-called “soft skills,” which include: interpersonal relations, communication skills, listening skills, impartiality, empathy, time management, problem-solving, leadership, media relations, etc. (2) The purpose of this content shall be for the target groups to acquire not only legal knowledge and capabilities for the practical application of the laws, but also to advance their professional skills and capabilities to understand the social dimension of their profession, as well as to develop the capacity to apply the international perspective in the law.

Training Needs Assessment

Article 13

(1) The process of analysing, assessing, and defining the target groups’ training needs shall be carried out to determine the contents and methodology of the Continuous Training for the next period, in order to ensure the relevance, quality, and effectiveness of the Training Programmes, thus advancing the knowledge, practical skills, attitudes, and values of the judges' and prosecutors' professions and other target groups' professions.

(2) The training needs assessment procedure shall be implemented in accordance with the QMS rules and shall be carried out once a year as the basis for drafting and updating the Continuous Training Programmes and the Annual Training Catalogue. If established by the Academy's management, it can also be carried out several times during a single year for the purpose of collecting and using the information for additionally determined training needs.

(3) Prior consultation with and collection of opinions and needs from judges, public prosecutors, and other users of the Academy's services shall be carried out by the Academy's Professional and Technical Matters Service. The summarised data shall be taken into account by the Programme Council, which shall be responsible for designing the Programmes.

(4) For the purposes of preparing the Programmes and the Catalogue referred to in Paragraph (2) of this Article, the following shall be consulted, and their opinions and proposals sought: the lecturers of the Academy, the institutions represented in the Management Board of the Academy, the Courts, the Public Prosecutor's Offices, the professional associations of judges and public prosecutors, law faculties, state authorities, and institutions with which the Academy cooperates in fulfilling the obligations arising from the priorities of the Republic of North Macedonia in terms of justice in the field of training, professional chambers, and other relevant institutions and organisations.

(5) The following shall also be used as sources of information for the training needs assessment: the results from the evaluations of the trainings conducted in the Academy in the current year, the annual reports of the Judicial Council of the RNM and the Council of Public Prosecutors of the RNM, the Supreme Court of the RNM and the Public Prosecutor's Office of the RNM, the Courts and the Public Prosecutor's Offices, the domestic case law and the ECtHR decisions concerning the Republic of North Macedonia, the reports of the Ministry of Justice and other ministries, the Secretariat for European Affairs, the reports of the European Commission and relevant international organisations in the field of justice, as well as the first-hand information available to the Academy's bodies, Management, and Professional Service from their contacts with the service users. The reports from the conducted analyses of user satisfaction with the court services and training needs assessment may also be used.

II Implementation of the Continuous Training

The General Continuous Training Programme

Article 14

(1) The General Continuous Training Programme for judges and public prosecutors, the Presidents of the Courts, and the Public Prosecutors of the Public Prosecutor's Offices shall be drawn up in accordance with the provisions of the Statute of the Academy, and based on a comprehensive training needs assessment referred to in Article 13 of the present Rulebook.

(2) The General Continuous Training Programme shall be adopted for a period of two years, based on which the Annual Training Catalogue shall be adopted.

(3) The Programme, if required, may also be adopted for a period of one year to monitor and align with the amendments to the enacted regulations.

Training Catalogue

Article 15

(1) Based on the General Continuous Training Programme, the Academy shall prepare the Annual Training Catalogue for the following year no later than the end of December, taking into account the available financial resources from the approved Annual Budget and other legal sources of funding, human resources, and the objective capabilities of the Academy, as well as the need for the smooth running of the work of the target groups and the normal functioning of the Courts and the Public Prosecutor's Offices.

(2) The Catalogue referred to in Paragraph 1 of this Article shall be presented to the Management Board of the Academy at the first session following its preparation, and then it shall be delivered to the Courts, the Public Prosecutor's Offices, as well as to the Judicial Council of the RNM, the Council of Public Prosecutors of the RNM, and the Ministry of Justice of the RNM in electronic form, and it shall also be published on the Academy's website.

(3) The Catalogue shall mandatorily include the following details: the training date and venue, the training area and topic, the target group for which it is intended, the organiser, the co-organiser, and a note about the nature of the training.

(4) The Annual Catalogue shall be prepared in a way that allows the target groups to harmonise their regular work obligations with their training obligation, leaving sufficient room and opportunity to organise additional training according to the target groups' needs, the priorities of the RNM for judicial training, the amendments to the legislation, as well as the cooperation on new projects, either with domestic or foreign partners.

(5) If certain elements related to the organisation of an individual training are not known at the time of dissemination of the Catalogue (the exact date, venue), they shall be shared for information purposes via a written electronic message to the target group for which the training is intended, once they are defined by the Academy.

(6) The Academy shall be obliged to promptly notify the intended target groups of any changes to the existing or inclusion of additional training in the Catalogue.

Preparations for the Training Delivery

Article 16

The preparations for the training delivery shall include activities for identifying the lecturers or the lecturer teams for each training area and topic, making sure to select the most qualified and best-prepared lecturers for the relevant topic, in accordance with their specialization and the previous evaluations by and the needs of the target groups, as well as activities pertaining to the organizational aspects, such as providing adequate spatial and technical conditions for training delivery.

The Form and the Methodology for the Training Delivery

Article 17

(1) The training events forming part of the continuous training shall be delivered through: seminars, conferences, consultations, expert discussions, workshops, round tables,

simulations, distance learning, hybrid learning, exchange of participants, study visits, and other forms of education.

(2) Depending on the duration, the individual training events may be delivered as one-day, two-day, or multi-day training.

(3) Taking into account the interdisciplinarity required for elaborating and presenting a particular subject matter, and depending on the topic, in addition to judges and public prosecutors, representatives from the Ministry of Justice, other ministries, other state authorities, and institutions that prepare and are involved in the implementation of the laws in the field of justice, shall be invited to the training, as well as representatives of other legal professions such as lawyers, notaries public, enforcement agents, mediators, misdemeanour commissions, non-governmental organisations, and others.

Article 18

(1) Depending on their nature, the number of participants, and other organisational needs (venue location, venue size, equipment, lighting, number of seats, acoustics, etc.), the training shall be delivered in the premises of the Academy, the Courts, the Public Prosecutor's Offices, the Ministry of Justice, or in other adequate venues and conference rooms.

(2) The training shall be delivered during office hours on working days. However, for the purposes of the smooth running of trials and the regular judicial and prosecutorial activities, that is, for the purposes of the smooth running of the work of the Courts and the Public Prosecutor's Offices, according to the possibilities, the training may also be delivered in the afternoons on working days and on Saturdays.

(3) The Academy shall be obliged, in coordination with the persons managing the facility where the training is to be held, to provide a room that meets the requirements for the training delivery and has the appropriate equipment to carry out the training in a modern and efficient way (PowerPoint, computer, flipchart, projector, etc.).

Decentralised Approach to Training

Article 19

(1) The Academy shall deliver the training at the headquarters of the Academy in Skopje as well as regionally decentralised, in the areas of the Appellate Courts and Public Prosecutor's Offices, taking into account the number of participants from individual regions, as well as the need for efficient, rational, and economical use of resources.

(2) Continuous training participants having a place of residence different from the place of the training shall be entitled to compensation for travel expenses incurred, as defined by an act of the Academy

Support to the Academy for the Training

Article 20

(1) The Presidents of the Courts and the Public Prosecutors of the Public Prosecutor's Offices shall designate a training coordinator or a contact person for the Academy, who shall ensure

the training delivery, including the timely registration and cancellation of the training participants and the optimal attendance of the individual target groups at the training from the Training Programmes.

(2) At the Academy's request, the contact person shall report all the changes in the annual schedule of judges and public prosecutors, as well as their transfers from one department or court to another for the purpose of updating the data.

(3) The Academy shall require that a contact person be designated also in the other authorities, institutions, and organizations with which it cooperates in the implementation of the training, for the purposes of logistical and professional support in the training delivery.

(4) The Academy shall maintain and update a list of training coordinators or contact persons for the Academy.

Organisation of Trainings with Domestic and Foreign Partners

Article 21

(1) The Academy shall organise the training independently or in cooperation with domestic and foreign partners through projects, twinning programmes, and bilateral and multilateral agreements.

(2) The cooperation in the training organisation shall include: collaboration, coordination, and harmonisation in the project designing, the selection of domestic or foreign lecturers, the date and the place of the training delivery, and preparation of the training programme and materials.

(3) The Academy shall hold regular meetings with the representatives of domestic and foreign organisations and projects to timely express their interest in organising training in a particular area and shall prepare a Training Plan with the projects for the coming year, for the purposes of their timely inclusion in the Annual Training Catalogue.

(4) The training organised by other authorities, organisations, and associations (the Ministry of Justice, the faculties, the Association of Judges of the Republic of North Macedonia, the Association of Public Prosecutors of the Republic of North Macedonia, the Bar Association, etc.) shall also be accounted for as training days for the participant if this has been so agreed in advance between the Academy and the relevant entities for the specific training and the selected participants and lecturers, or if the Academy has nominated them to participate in those training.

(5) The training abroad to which the participant has been sent by the Academy shall be accounted for as additional training days for the participant according to the enclosed programme and the received certificate (if one has been awarded by the organiser), and if the participant has fulfilled the obligations referred to in Article 40 of the present Rulebook.

III. LECTURERS

Article 22

(1) Lecturers shall be experts who shall directly implement the Initial and Continuous Training Programmes, and they may be lecturers of the Academy and lecturers on an as-needed basis.

(2) The lecturers of the Academy may be domestic and foreign judges, public prosecutors, and university professors, as well as lawyers, notaries public, mediators, enforcement agents, managers, and other experienced administrative, judicial, and public prosecutor officials and experts that have proven experience in the areas covered by the Academy's Training Programmes, who shall also meet the requirements referred to in Article 24 of the Law.

Article 23

(1) Lecturers in the field of Continuous Training may be the members of the Management Board and their deputies, the Director and the Deputy Director, without remuneration.

(2) The lecturers referred to in Paragraph 1 of this Article may receive remuneration for the preparation of the training material, for the lectures delivered, and for other activities necessary for the implementation of a particular event only if the event is delivered by the Academy in cooperation with and with the financial support from a foreign project, from whose financial resources the specified remunerations will be paid in full, including the personal income tax.

Training of Lecturers

Article 24

(1) The lecturers of the Academy, before commencing their activity as lecturers of the Academy for the first time, shall have to attend a lecturer training, organised by the Academy, with the exception of lecturers coming from higher education institutions, in accordance with Article 24 Paragraph 6 of the Law and Article 23 Paragraph 2 of the Statute.

(2) The Academy shall organise the lecturer training independently or in cooperation with domestic and foreign partners or projects.

(3) The Academy shall keep records of the lecturer training held, for which it shall mandatorily award certificates for completed training, as well as records of the training materials that shall be made available to all lecturers, for the purpose of maintaining and upgrading the training materials and skills.

Rights and Obligations of Lecturers in the Continuous Training

Article 25

(1) The lecturers shall be timely informed about the dates of the training delivery for which the Academy has planned to hire them, for the topics of their specialty, no later than one month before the scheduled date.

(2) The lecturer or the lecturer team shall have the obligation, no later than one working week before delivering the training, in cooperation with the employee of the Academy's Professional and Technical Matters Service responsible for the organisation of the specific training, to prepare the Training Programme on the template designed by the Academy. This shall include the following details: the form and title of the training, the time and venue, the target groups, a brief overview and purpose of the training, appointment of lecturers, the legislation and the training materials that will be presented, as well as the schedule of the topics and their duration.

(3) In addition to preparing the Programme, the lecturer or the lecturer team shall have the obligation:

- To develop the training material, including the visual material (presentation), the handouts for practical exercises, and case studies from domestic and particularly from international case law of the ECtHR and the ECJ, and the legal and other reference texts;
- To carry out the training with quality;
- To stay present for the entire duration of the training, particularly if the training is delivered on new laws or substantial amendments to substantive and procedural laws;
- For lecturing purposes, to use modern training techniques for small group work, simulations, etc., to encourage the active engagement of the training participants;
- To prepare a report with conclusions on the training delivered.

(4) The organiser of the training shall be obliged, in direct communication with all the lecturers involved in the specific training, to participate in the training design, in the development of the programme and the training materials, and in the decision-making as to which of the materials will be shared with the participants ahead of the training.

(5) The lecturer or the lecturer team shall be obliged to submit the training material referred to in Paragraph 3 Indent 1 of this Article to the Academy no later than one working week before the specific training is delivered, in agreement with the training organiser.

(6) The lecturers shall hand over the training material referred to in Paragraph 3 Indent 1 of this Article for the use of the Academy's library, and it shall be made available to the target groups in a way that ensures full identification of the author of the material and its authenticity.

(7) Working materials developed in partnership with the Academy shall be preferred.

Logistical Support to the Lecturers

Article 26

(1) The Academy shall have the obligation, through the employee of the Professional and Technical Matters Service responsible for the specific training, to timely confirm the participation of the lecturers regarding their involvement in the specific training, no later than two weeks before the date of the training.

(2) For the purposes of the specific training, the Academy shall make the necessary equipment (computer, projector, flipchart, etc.) available to the lecturers and shall provide the required logistical support through the employee of the Academy's Professional and Technical Matters Service responsible for the specific training.

Moderator

Article 27

(1) If so required, a moderator shall be appointed for specific training.

(2) The moderator shall be the lecturer who, in addition to delivering the training, shall also moderate the entire event.

(3) The moderator shall have the obligation to open the training with a short introductory address regarding the topic at hand, lead the discussions, and, as a good moderator, encourage interactive engagement and, at the end of the training, draw the final conclusions.

(4) For the work performed, the moderator shall be entitled to remuneration as defined in the Academy's Rulebook on Remunerations.

Remuneration Entitlement

Article 28

(1) The lecturers shall be entitled to remuneration depending on the work performed, that is, the delivered instructional periods and other activities pertaining to the Continuous Training, the number of expert days of engagement, etc., which shall be regulated more closely by the Academy's Rulebook on Remunerations.

(2) In accordance with the established remuneration for the work performed referred to in Paragraph 1 of this Article, the Director, through the person authorised by him, shall conclude a contract for the work performed with the lecturer, the form and contents of which shall be prescribed by the Academy, which, in addition to the subject of the contract, shall also include the conditions for the fulfilment of the contract.

Lecturer Records

Article 29

(1) For each lecturer of the Academy or lecturer on an as-needed basis, the database, which shall be regularly updated by the Academy, shall show records of their function, institution, professional development, specialty, years of experience in the relevant field, curriculum vitae, level of knowledge of foreign languages, attended training of trainers and specialisations at home and abroad, awarded diplomas and certificates, as well as grades from the evaluation questionnaires and their involvement in the development of scientific publications and papers.

(2) The data regarding the grades and other data about the lecturers shall be stored in accordance with the personal data protection regulations and the business policies of the Academy, and shall be disclosed only with prior consent from the lecturer.

Being Prevented from Attending

Article 30

In case of being prevented from attending a training, the lecturer shall immediately notify the Academy to secure another lecturer and promptly create the conditions for the smooth running of the training.

IV. EVALUATION

Article 31

(1) The objective of the training evaluation by the training participants shall be to determine whether the training has achieved the learning objectives and whether it has met the

participants' expectations regarding the usefulness of the lecturers' lectures and training materials.

(2) For the purposes of the evaluation, questionnaires shall be distributed to the participants on a form prepared by the Academy, after the completion of the training.

(3) The objective of the training efficiency assessment shall be to determine the extent of what has been learned during the training, as well as the extent of improvement in knowledge, skills, and behavior, and the application of the acquired knowledge and the distributed training materials in the practical work with cases.

(4) Taking the nature of the training or the training cycle into account, the lecturers may determine the type and methodology of the verification, which may be in the form of handing out questionnaires and/or tests reflecting the contents of the lectures and the presented materials, immediately after the end of the training, and/or in the form of an assessment of the extent of improvement in knowledge, skills, and behaviour, and application of what has been learned in practice, within a specified period of time after the end of the training or the training cycle (three, six, or twelve months).

(5) The entire training evaluation process shall be carried out by the Academy in coordination and cooperation with the Judicial Council of the RNM, the Council of Public Prosecutors of the RNM, the Supreme Court of the RNM, and the Public Prosecutor's Office of the RNM.

Using the Evaluation Data

Article 32

(1) The data from the training evaluation questionnaires and tests referred to in Article 31 of the present Rulebook shall be fed into the Academy's Data Management Information System and shall serve as the basis for designing the next Training Programmes and improving the quality and efficiency of future training.

(2) The data from the questionnaires shall be used for internal purposes of the Academy, for evaluating the lecturers and for designing the future Training Programmes and Catalogues, as well as for improving the organisation of training, and shall not be published on the Academy's website.

(3) The evaluation carried out by domestic or foreign associates with whom the Academy has organised a training shall be made available to the Academy for the purposes of evaluating the training and designing future Training Programmes.

(4) The method of storing the training and lecturer evaluation data shall be compliant with the Academy's internal policies and rules on using the Data Management Information System, in accordance with Article 29 Paragraph 2 of the present Rulebook.

V. BASIC RIGHTS AND OBLIGATIONS OF THE PARTICIPANTS

Registration for Training Participation

Article 33

(1) Judges, public prosecutors, and other target groups shall register for training participation with the Academy through their institutions, in a timely manner, within the deadline set by the Academy, by e-mail, post, or fax.

(2) Judges, public prosecutors, and other target groups shall cancel their training participation in the manner specified in Paragraph 1 of this Article.

(3) The cancellation of training participation shall be made in time and for justified reasons that could not be foreseen at the time of registration for the training, and this may be done personally or through the contact person of the institution designated for communication with the Academy.

(4) The Academy shall keep records of participation cancellations made within a period in which it was not possible to register new participants, and shall notify the Presidents of the Courts and the Public Prosecutors of the Public Prosecutor's Offices of frequent and unjustified participation cancellations.

(5) For particular specialised training, such as the training of trainers, the round tables for specific target groups (the Supreme Court, the Public Prosecutor's Office, round tables for case law harmonisation, the Judicial Council and the Council of Public Prosecutors, and others), the Academy shall send out special invitations.

(6) In the case of organising basic or advanced level specialised training in specific areas, such as the general and specialised training on the EU acquis, international law, the ECtHR case law, as well as for other training, the Academy may send out pre-training questionnaires to identify the level of the participants' prior knowledge of and experience with the particular subject matter, for the purpose of identifying the target groups and the specific training needs.

(7) The participants in the Continuous Training Programme shall register for training participation according to the areas in which they work and the areas that are the subject of their professional interest or that are intended for the target group to which they belong, also considering the obligation for the number of training days that they must attain.

(8) If a training is intended for all appellate territories simultaneously, when deciding the composition of the participants, account shall be given to the proportional representation of representatives from all Courts, that is, from all Public Prosecutor's Offices, from the respective appellate territories.

Rights and Obligations of the Participants

Article 34

(1) The participants in the training organised by the Academy shall have the right to transparent and quality training, adapted to the current needs for skilled and professional performance of the duties of judges, public prosecutors, and other target groups.

(2) To ensure quality training, the participants may share their proposals, suggestions, criticisms, and remarks in the evaluation questionnaires and in separate written communications to the Academy.

(3) If the training takes more than one day, the training shall be accounted for as a mandatory training completed by the participant only if the participant has continuously attended every day of the training until its completion.

(4) The participants shall have the obligation:

- To arrive at the training in a timely manner and to attend it without interruption, and in case of absence, to immediately inform the Academy's Professional and Technical Matters Service about the reason for their failure to attend;
- To fill out the evaluation questionnaire and, by the end of the training, to submit it to the employee of the Academy's Professional and Technical Matters Service responsible for the specific training, or to fill out the evaluation questionnaire through the specified link provided by the Academy.

Keeping Records of the Training Attendance

Article 35

The employee of the Academy's Professional and Technical Matters Service shall, both before the start of the training and after the end of the training, distribute the Attendance Sheet with the names of the participants and the lecturers, on which everyone shall confirm their attendance at the training with their signatures.

Availability of Training Materials

Article 36

(1) The training materials that will be used during the training, as soon as they are prepared and submitted by the lecturer, shall be delivered to all registered training participants and shall also be uploaded on the Academy's website.

(2) With a view to saving paper and protecting the environment, for each specific training, in agreement with the lecturer, it shall be decided whether and which of the materials will be distributed at the training as paper hand-outs.

Participation in Training Abroad

Article 37

(1) The Academy shall enable the participation of the representatives of the target groups, the representatives of the Academy's bodies and organs, as well as of the lecturers and mentors in training abroad.

(2) The training referred to in Paragraph 1 of this Article may take the form of participation in seminars, conferences, or other educational events, as well as longer study visits or involvement in exchange programmes with other institutions and training networks.

Financing of the Training Abroad

Article 38

(1) The Academy shall send participants to training and study visits abroad if this is financially covered by the foreign organiser.

(2) The Academy may participate in covering the costs referred to in Paragraph 1 of this Article, in whole or in part, if financial resources have been provided from the budget or from donations.

Participants Selection Method for the Training Abroad

Article 39

The participants for the training abroad shall be selected by ensuring the equal participation of the participants from all appellate territories, taking into account the Academy's records of participation in training abroad, in order to provide equal opportunities for all members of the individual target groups that meet the requirements for training participation, in accordance with the topic, as well as the solid knowledge of the foreign language in which the training is to be delivered.

Obligations of the Participants in the Training Abroad

Article 40

(1) The participants sent by the Academy to training abroad shall have the following obligations:

- To be regular and active training participants;
- To be prepared to present the general situation with judiciary reforms in the Republic of North Macedonia, their own domain of operation, as well as the work and activity of the Academy;
- To prepare a presentation on a particular topic, if this is requested in the invitation for training participation;
- After returning from the training abroad, to submit copies of the training programme and the training materials (electronic records, PowerPoint presentations, literature);
- To submit a report on their stay abroad, particularly on the contents of the training and the relevant institutions they visited.

(2) The report referred to in Paragraph 1 of this Article shall be stored in the Information System, in the Data Management section.

(3) Regarding the obligations referred to in Paragraph 1 of this Article, the participants shall be timely notified before departing for the training abroad.

VI. RECORDS

Records of Participation in the Continuous Training Programme

Article 41

(1) The Academy shall keep records of the days spent in training for all judges, public prosecutors, and other target groups.

(2) Following the end of each calendar year, the Academy shall issue to the judges and public prosecutors, the Professional Services in the Courts/Public Prosecutor's Offices, and other target groups, upon their request, as well as to the lecturers and mentors, a certificate for the

number of days spent in mandatory training during the year and the days spent on lecturing or mentoring.

(3) The Academy shall submit the data referred to in Paragraph 2 of this Article, regarding the judges and public prosecutors, also to the Judicial Council and the Council of Public Prosecutors of the Republic of North Macedonia.

(4) When keeping the records for and issuing the certificates to the Academy's service users regarding the number of days spent in Continuous Training, the personal data protection regulations shall apply.

Certificates

Article 42

(1) For participation in individual specialised training or training cycles, the Academy shall prepare a participation certificate for the participants, which shall be made on a template designed by the Academy.

(2) The certificate shall be signed by the Director of the Academy, and if the training has been carried out in cooperation with other domestic or foreign partners, the certificate shall be signed by the Director as well as by the representative of the respective entity, if so agreed.

(3) For attending training of trainers, the Academy shall mandatorily prepare a certificate for the attended training.

Data Protection

Article 43

All the data relating to the preparation, realisation, and evaluation of the Continuous Training shall be stored in accordance with the personal data protection regulations.

VII. FINAL PROVISIONS

Article 44

(1) The present Rulebook shall enter into force on the day of its adoption.

(2) The present Rulebook shall be published on the website of the Academy.

(3) With the entry into force of the present Rulebook, the Rulebook on the Continuous Training (The Official Gazette of the Republic of Macedonia Nos. 77/2015, 15/2017, and 19/2017) shall be repealed.

Academy for Judges and Public Prosecutors
"Pavel Šatev" –
Skopje
President of the Management Board
Judge Bekim Mehmedi
